

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Announcement No.

FEC-CI43-001-17

Closing Date

13 Feb 17

Date of Issue

23.Jan 17

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Supervisory Engineer (General), #541
[技師職（一般）]

目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-9, 語学能力級 LPL-3

採用可能見習い等級／語学能力級 Acceptable Trainee level:
等級 Grade-8, 語学能力級 LPL-2

☒ 事務系(BWT-1) ☐ 技能系(BWT-2) ☐ 保安系(BWT-3) ☐ 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数 No. of Recruitment	募集期間 Recruitment Period	募集場所 Recruitment Place	募集方法 Recruitment Method	募集要項 Recruitment Details

1 名

4.募集範圍 Area of Consideration

I. ☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☐ 外部 Off Base Applicant

2.部隊 Activity

**Naval Facilities Engineering Command Far East,
Operations Officer,
Capital Improvements BL,
Engineering & Design,
Mechanical Branch (CI43)**

勤務場所 Working Place: **横須賀市泊町** Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Mon-Fri

勤務時間・休憩 Work Hours/Recess Period: 0800 – 1645 / 1200 – 1245

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

See attached for detailed duties.

特別な職務状況 Outstanding Working Condition, if any

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

- a. One year of specialized, technical, or administrative work experience equivalent at 1-8 level in the related work.
- b. Must be a college or university graduate with specialized education in the field of mechanical or architectural engineering or possess an official engineering license in the mechanical or architectural field. (機械工学又は建築工学の学士号、又は機械工学又は建築工学分野の公的な免許状を有する方。)
- c. Knowledge of professional engineering concepts, principles, methods and practices specialized in the mechanical field such as HAVAC system, plumbing system and fire protection system. (空調、配管及び防火設備等の知識を有している方)
- d. Skill in operating Computer Aided Designing (CAD)
- e. Skill in operating personal computer such as Microsoft Word, Excel and PowerPoint etc.
- f. Ability to supervise subordinate employees.
- g. Ability to plan, schedule, and assign workload, and provide consultative and expert advisory service to subordinate employees
- h. Ability to speak, read and write English at fluent proficiency level. (LPL-3)

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

Note: Qualification stated in b. for 1-8 level is also required at 1-8 level.

1-8: a. One year of specialized technical or administrative work experience equivalent at 1-7 level in the related work.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

- *☒ **空席応募用紙** Application for Vacancy Announcement
- *☒ **専門職務経歴書** Resume of Specialized Work Experience
- ***の記入は Complete * in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
- ☒ **家族・親族が在日米海軍で勤務している方は、『親族に関する質問表』**
If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- ☐ **運転免許証の写し** Copy of Driver's License
- ☒ **大学卒業証明書又は卒業証書の写し**（機械・建築工学の学士号、もしくは機械・建築工学関連分野における公的な免許状の写し） Copy of certificate of educational background in Mechanical/Architectural Engineering OR official engineering license in a related field.
- ☒ **英語の能力を証明するものの写し**。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
（現/前基地従業員は ALCPT も可） その他の証明書、及び英語能力に関する自己申告は不可となります。 英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ **82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)**
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ **日本国籍以外の方は、在留カード（両面）及びパスポートのコピー** For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ **DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

9.応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課 (HRO)) :

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

神奈川県横須賀市泊町 1 番地

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

〒238-0001

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先 :

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : NAVFAC FE BD2

軍電 (DSN) 243-7073

PD No.: FEC-CI43-001

PD is accurate and current. Certified by Activity: Hi 9 Jan 17

HRO: rcvd1/10
kn1/20 kw 1/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的な能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

Under the general supervision of the Capital Improvements Business Line CI4 Design Product Line Coordinator and the In-House Design Director supervises the Mechanical Engineering Design Branch and supports the development, growth and sustainment of NAVFAC's Mechanical Design Engineering competency through comprehensive Community Management and Design of Complex NAVFAC category I and II projects accomplished by NAVFAC Far East Headquarters Team as follows:

1. Coordinates with the Technical Design Managers/Leaders at NAVFAC PAC/LANT and HQ as the Technical Design Coordinator for NAVFAC FE interprets and communicates NAVFAC design guidance as it applies to development of mechanical engineering part of the architectural design and engineering field within the NAVFAC Far East area of responsibility. Establishes mechanical engineering standards and guidance for four countries and three regions for mechanical designs accomplished in Japan, Korea, Singapore and Diego Garcia and communicates those requirements to CI and FEAD mechanical engineers. Incumbent sets Mechanical Engineering policy at NAVFAC Far East.
2. Under the general supervision of the In-House Design Division Head, is the supervisory professional engineer with responsible charge over the mechanical branch engineers consisting of five mechanical design engineers executing professional mechanical engineer design work as follows:
 - A. Responsible for overseeing and production of engineering reports, preparation of schematic and advanced planning and design of mechanical drawings and specifications for NAVFAC Far East construction contract solicitations. Prepares plans, schedules and assigns design work to subordinate professional engineers, directs the order and sequence of work schedules. Assists project design engineers in solving complex engineering problems as related to mechanical design for NAVFAC Far East construction contract solicitations. Projects accomplished include but are not limited to new construction, maintenance, major repair, alteration, renovation or addition of buildings, structures, utility systems, petroleum/fuel bulk storage and delivery systems and other public works facilities.
 - B. Reviews and analyzes final mechanical designs, specifications and drawings prepared by the A-E contractors and NAVFAC PAC for compatibility with specification and conformance with NAVFAC directives, technical requirements and accuracy. Prepares review findings and recommendations for corrective actions or alternatives to engineering problems as related to mechanical engineering issues.
 - C. Reviews and analyzes DD Form 1391s completed by Asset Management, completes regional 1391s for unspecified minor MILCONs and family housing MILCONs.
 - D. Accomplishes detailed mechanical engineering studies used for building HVAC systems, boiler and power generation plants and utility distribution systems.
 - E. Is responsible for general administration and supervision of branch personnel; maintains group discipline, enforces safety and other regulatory requirements; recommends personnel actions for subordinates; and performs other personnel functions.
3. Sits on Acquisition Technical Evaluation Boards; evaluates complex contractor mechanical proposals and submissions for NAVFAC contract solicitations. Rates and recommends contractor mechanical proposals for technical competency and possible contract award.
4. Contingency Engineering; as senior mechanical engineer for the NAVFAC Far East established and works to develop mechanical emergency response plans for natural disasters and calamities. Incumbent works as a member of the senior engineer management team in evaluating and implementing NAVFAC Far East emergency response plans.
5. Performs other related or duties as assigned.

**** Requires a degree or license in mechanical engineering or architecture.**